

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
April 26, 2018

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Dave Hintz, Billy Fried, Scott Holewinski, Sonny Paszak

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Amy Mayo (Social Services); Darcy Smith (Finance); Denise Briggs, Mike Schiek (District Attorney); Grady Hartman (Sheriff's Office)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 12:15 p.m. in Committee Room #2 of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act. Cushing notes that the agenda was amended in order to notice the joint meeting with Administration, Public Works and Planning & Development Committees.

APPROVE AGENDA

Motion by Hintz to approve the amended agenda. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Paszak to approve the minutes of April 11, 2018. Second by Fried. All Committee members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Brief review of vouchers and bills presented by Charbarneau. Motion by Holewinski to approve the vouchers and bills as presented. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

ECONOMIC SUPPORT SPECIALIST VACANCY REVIEW APPEAL

Charbarneau summarized the request for two new Economic Support Specialists for Social Services. Mayo noted that one vacancy is due to an employee moving to another position within the department, and the other vacancy is due to an employee getting a new job with the tribe. Mayo summarized the position duties and requests to fill both positions as soon as possible. Discussion held on federal and state funding of these positions. Motion by Holewinski to approve the two positions as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

VICTIM WITNESS COORDINATOR VACANCY REVIEW APPEAL

Charbarneau reports that long-term employee Denise Briggs will be retiring. Schiek is looking to fill Brigg's Victim Witness Coordinator position as soon as possible and requests some additional time be approved for overlap training. Charbarneau reports that if approved, there is an internal candidate that would be interested in taking this position. Schiek reports that the state pays for a portion of this position. In the event the internal candidate in Schiek's office accepts this position, Schiek requests approval to fill either position depending on which one ends up being vacant. Further discussion held on Schiek's request for overlap training and plans for funding the extra costs. Briggs reports that based on their current year budget, two weeks of overlap training could be funded with the department's current budget without any extra funding needed. Motion by Holewinski to approve the position as presented with a two-week overlap training and any excess money will be moved to vacancy funds. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

LAW CLERK/COURT COMMISSIONER VACANCY REVIEW APPEAL

Charbarneau provided fiscal impact statement and discussed the request to fill the Law Clerk position, which will soon be vacated. This position is utilized 2/3 by Oneida County and 1/3 by Vilas County. Charbarneau notes that this position is offered health insurance, which is unique to LTE positions. Charbarneau discussed the position's wage, which was increased by \$8/hour last year in order to keep recruitment and retention of the position competitive. Charbarneau discussed the position being a one-year contract and the importance of the courts adhering to this in order to avoid extra costs of retirement for the county. Further discussion held. Motion by Paszak to approve the Law Clerk vacancy review appeal as presented. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

TECHNICAL SUPPORT VACANCY REVIEW APPEAL

Hartman requesting to fill Technical Support position. Discussion held on position duties, vacancy funding and the recruitment process for the position. Hartman requests a reduction in the normal waiting period to refill the position. Motion by Holewinski to approve the Technical Support position as presented with an eight-week waiting period to refill the position. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

2019 STAFFING REQUEST PROCEDURE

Charbarneau discussed Smith's request to start the staffing request process earlier in the year for the upcoming year's budget. Charbarneau states that the requests will go out to Department Heads this week and Charbarneau proposes the same forms and procedure be used as last year. Fried discussed the need for departments to use ratings from the efficiency study in order to determine if positions are still needed. Discussion held and Committee agrees on the need for departments to review and rate positions prior to submitting their requests to this Committee, with the hopes that departments will take the time to see if efficiencies or reallocations of workforce can be found in order to save money where appropriate. Holewinski discussed the difficulties some departments will have in determining 2019 needs by the June 8th deadline. Charbarneau notes that Departments still have the ability to update their request later in the year closer to budget season. Further discussion held. Hintz suggested adding a section to the staffing request form that allows departments to list any department efficiencies found in the past year in order to encourage departments to make a concerted effort to really look for new ways to save on staffing costs without significantly reducing services to the public. Based on the discussion, Charbarneau will update the request form with a section for ratings and efficiencies found prior to sending the request packet out to Department Heads.

2019 LTE (LIMITED TERM EMPLOYEE) WAGE SCHEDULE

Charbarneau discussed the proposed 2019 LTE wage schedule provided to the Committee. Discussion held on various positions listed on the schedule. Motion by Cushing to approve the 2019 LTE Wage schedule as presented. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Hintz, second by Paszak to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Closed session minutes from 4/11/2018 meeting); and Section 19.85(1)(f) for the purposes of considering financial, medical, social, or personal histories of disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. (Topic: Workers Compensation Hearing)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 1:01 p.m.

Staff present in closed session: Charbarneau, Lueneburg and Smith

RETURN TO OPEN SESSION

Motion by Holewinski to return to open session. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried. Returned to open session at 1:18 p.m.

Cushing reports that in closed session, discussion was held on the status of a worker's compensation claim with no action taken, and closed session minutes were approved.

BENEFITS OVERVIEW/ORIENTATION

Committee agrees to move topic to future meeting.

FUTURE MEETING DATES

May 9, 2018 at 9:00 a.m.

May 23, 2018 at 9:00 a.m.

FUTURE AGENDA TOPICS

Committee training – benefits, compensation and costs

Employee Handbook review

Elect Vice Chairman for LRES Committee

Compensatory Time

PUBLIC COMMENTS


None

ADJOURNMENT


Motion by Cushing to adjourn meeting. Second by Fried. All members present voting 'Aye'. Motion carried. Meeting adjourned at 1:24 p.m.



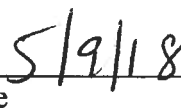
Ted Cushing, Chairman



Date



Jennifer Lueneburg, Committee Secretary



Date